Business Continuity Planning

Introduction

Although the names appear similar, Business Planning and Business Continuity Planning are very different activities.

Business Planning sets out where you are intending to go with your organisation, and why, and how.

Business Continuity Planning is a process designed to ensure that you know that to do if things don't go as you intend or if something goes wrong. Like Health and Safety, Safeguarding and Complaints, it is part of your overall quality assurance – ensuring that you know how you're going to manage any problems that might arise.

That is why we've listed it here with other key policies and procedures.

Below you will find two alternative models for developing a Business Continuity Plan. Both models employ the same principles and both offer a template for your finished document.

You may wish to take a look at **Model A** first. This is a model designed by specialists, and it offers a comprehensive methodical process for devising your Plan. You should probably use this model if:

- You want to start with a blank slate
- You have the time to take a thorough-going systematic approach
- Your priority is to have a comprehensive plan in place

Model B takes the form of an adaptable template that has been used by small voluntary organisations. You should consider using this model if:

- You have just realised you need a Plan and you want to put something simple in place fairly quickly
- You want to develop your Plan in instalments topic by topic, and you know which parts are most urgent

Sources of guidance

The Business Continuity Institute
UK Government advice: Coronavirus (COVID-19)
UK Government advice: Preparing your business for flooding

Supporting our
Voluntary and Community Sector

UK Government advice: [Cyber attacks](#)
[Power Cuts Advice](#)
[Water Service Emergencies](#)
UK Government advice: [Terrorist attacks](#)

Supporting our
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